

# **Council on Technology Services Seat Management Workgroup March 12, 1999 Meeting Minutes**

([List of Attendees](#) included at the end of the document)

## **Minutes**

Pete called the meeting of the Seat Management Workgroup to order at 1:35 p.m. welcoming those present and thanking Rick Wilhelm for hosting the meeting at the Fairfax County Government Office. Pete noted an agenda correction that Betty Green of GTSI will follow the presentation by the General Services Administration.

Before proceeding, Pete gave a brief synopsis of purpose of the workgroup because this was the first exposure to the workgroup for many of those attending the meeting. Pete then requested that each person introduce themselves and indicate the organization they represent.

Next Pete referred to the minutes from the February 12 meeting and asked if there were any additions or corrections. Being none, the minutes were approved as submitted.

The workgroup meeting focus was on two presentations; one from the GSA on their seat management program, and another from GTSI, a vendor and integrator that focuses on government technology. Chris Wren, assisted by Gabrielle James, went through an overview of the GSA program and their view of seat management. In the presentation Chris outlined the benefits of seat management, how the concept differs from traditional ownership and support of desktop computers, their specific contract, and how the contract works. Following the presentation there were several questions. Pete asked Chris to give the workgroup the most important lesson learned from their project. Chris said that it is important to be able to leverage the buying power of the entire enterprise. The contract is an Indefinite Delivery, Indefinite Quantity (IDIQ) contract which encouraged more competitive pricing.

Chris was also asked to describe how an agency would use the contract. Chris explained that GSA awarded a primary contract that included multiple vendors. For an agency to use the contract they would issue requests for task orders from the vendors that would result in competitive proposals that could not be protested. This is a different approach from the VDOT contract which is based on a single contractor from which different products can be obtained, Pete explained.

Betty Greene then followed from the perspective of a vendor and integrator. Betty explained that GTSI is a vendor that works primarily with government agencies and not with the private sector. She went on to explain how GTSI viewed seat management and how it could be rolled out with many different options for services, integration, and financing. She encouraged those present to visit their web page at

[www.gtsi.com](http://www.gtsi.com).

Pete thanked the presenters for the information delivered at the meeting and noted that these and other presentations had created a wealth of information. He noted that VDOT would be bringing in a staff assistant to help to put together a working document from the workgroup that will be the basis for the final report that will be delivered to the COTS committee. This would include options and recommendations from the workgroup.

Pete continued by proposing that the workgroup not meet in April and that, during the time to the May meeting, that a framework for the report be developed. The June, July and August meeting will be the period in which the workgroup can formalize and refine the recommendations in the report. Chip and Andy agreed that this would be the right approach but they noted that code and budget issues should be addressed more quickly. Chip felt that procurement change is important and that the COTS Procurement workgroup should be aware of the issues so that they can begin to work on them.

Some of the procurement issues included the following:

- Low bids should not be the determining factor in what an agency can get.
- The GSA concept described in the meeting of a primary contract with task orders should be explored as an option.
- The option to allow students or employees to use something like a seat management contract for their personal use should be explored.
- Moving the IT procurement from DGS to DIT may provide some unique opportunity to revise policy.

Andy noted that the Procurement workgroup has a ripple effect on other workgroups. It will require time to dig into the Code of Virginia to make changes conducive to seat management. There was general agreement that the marketplace has changed but that the procurement policy has not kept pace.

With no further business, the meeting was adjourned at 4:05 p.m. The next meeting will be in Richmond at VDOT on May 14, 1999.

## List of Participants

|                         |                         |               |
|-------------------------|-------------------------|---------------|
| Pete Kolakowski – Chair | VDOT                    | (804)786-9950 |
| Joy Hughes (COTS)       | George Mason University | (703)993-8726 |
| Chip German (COTS)      | UVA                     | (804)982-2638 |
| Andy Poarch (COTS)      | DIT                     | (804)371-5549 |
| Rick Wilhelm (COTS)     | Fairfax County          | (703)324-2689 |

|                      |   |                                |
|----------------------|---|--------------------------------|
| Tom Bradshaw – Staff | VDOT  | (804)786-5363                  |
| Dan Gayk – Staff     | VDOT  | (804)786-7265                  |
| Jim Brown            | Fairfax County DIT  | (703)324-4514                  |
| Stephen Brundage     | Fairfax Park Authority<br>Fairfax County DIT (as of<br>3/29/1999) | (703)324-8517<br>(703)324-2398 |
| Carlos Escobar       | Fairfax County DIT  | (703)324-3864                  |
| Betty Greene         | GTSI  | (703)502-2626                  |
| Jill Huff            | Fairfax County Water Authoriy                                     | (703)289-6217                  |
| Gabrielle James      | GSA Seat Management   | (703)605-9812                  |
| Armand Malo          | Fairfax County Dept. of<br>Purchasing & Supply                    | (703)324-3205                  |
| Masood Noorbakhsle   | Prince William County CIO   | (703)792-7160                  |
| Marilyn Orbann       | Technical Support Center Fairfax<br>County                        | (703)324-4506                  |
| Dave Rasmussen       | Fairfax County Water Authority                                    | (703)289-6014                  |
| Lonnette Robinson    | Fairfax County Dept. of<br>Purchasing & Supply                    | (703)324-3281                  |
| Dick Shea            | City of Alexandria  | (703)838-4950                  |
| Chris Wren           | GSA Seat Management   | (703)605-9811                  |